

# PRESENT SIMPLE

## At the office

NAME: \_\_\_\_\_

GROUP: \_\_\_\_\_

### I. COMPLETE THE PARAGRAPH WITH THE VERBS IN THE BOX.

Office workers \_\_\_\_\_ many important activities every day. The manager \_\_\_\_\_ projects and \_\_\_\_\_ progress regularly. Employees \_\_\_\_\_ emails, \_\_\_\_\_ reports, and \_\_\_\_\_ meetings with their teams. The receptionist \_\_\_\_\_ visitors and \_\_\_\_\_ phone calls politely. Accountants \_\_\_\_\_ financial documents and \_\_\_\_\_ budgets carefully. IT staff \_\_\_\_\_ technical problems and \_\_\_\_\_ computer systems. Team members \_\_\_\_\_ ideas and \_\_\_\_\_ problems together. Everyone \_\_\_\_\_ company rules and \_\_\_\_\_ toward common goals. Workers \_\_\_\_\_ tasks efficiently, and the office \_\_\_\_\_ smoothly.

